

# Verification of Identity

## Private / Personal Clients

### STEP 1 – CLIENT TO COMPLETE

#### INDIVIDUAL'S PERSONAL DETAILS

Title & Surname

Date of Birth (dd/mm/yyyy)

 /  / 

Full Given Name(s)

Residential Address (PO Box is not acceptable)

Number and Street

Suburb

State

Postcode

Country

COMPLETE THIS PART ALSO IF INDIVIDUAL IS A SOLE TRADER (USING THIS ACCOUNT FOR BUSINESS TRANSACTIONS)

Business Name

ABN

Principal Place of Business (if any) (PO Box is not acceptable)

Number and Street

Suburb

State

Postcode

Country

I certify that the above details are true and correct

**AND SIGN**

Signature

Date (dd/mm/yyyy)

 /  / 

### STEP 2 – ESTABLISH YOUR IDENTITY VERIFICATION DOCUMENT AND PHOTOCOPY

#### IDENTITY VERIFICATION DOCUMENTS ATTACHED AS ANNEXURE "A"

Certified copy of a current Driver's Licence or Passport (Australian or foreign), containing signature and photograph of the Individual client

OR

Australian or foreign birth or citizenship certificate or Centrelink pension or health card

**PLUS**

One of a recent (ie. current) Commonwealth, State or Territory financial benefit letter, Tax Office Advice letter (less than 12 months old) or municipal or utilities bill or letter of advice (less than 3 months old) containing the Individual's name and residential address

### STEP 3 – ENDORSE THE CERTIFICATION DOCUMENT ON THE PHOTOCOPY

#### CERTIFICATION OF ANNEXURE "A"

*Certification of identity verification documentation that contains a photograph of the signatory:*

"I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original"

*Certification of identity verification documents that contain no photograph or signatory:*

"I certify that I have seen the original documentation and that this copy is a complete and accurate copy of that original."

**STEP 4 – HAVE AUTHORISED PERSON CERTIFY YOUR IDENTITY VERIFICATION DOCUMENT**

**DETAILS AND SIGNATURE OF CERTIFIER** (authorised Certifiers cannot certify their own identity documents)

Title/Full Name of Certifier

Signature of Certifier

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**Residential Address** (PO Box is not acceptable)

Number and Street

Suburb

State

Postcode

Country

**Capacity to Certify**

**Daytime Contact Number** (not mobile number)

**PERSONS WHO CAN CERTIFY**

that a photocopy or scanned copy is a true copy of the original document:

**Legal**

- A solicitor or barrister (that is, a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described));
- A Judge of a Court;
- A Magistrate;
- A Chief Executive Officer of a Commonwealth Court;
- A Registrar or Deputy Registrar of a Court;
- A Notary Public (for the purposes of the Statutory Declaration Regulations 1993);

**JP**

A Justice of the Peace;

**Police**

A Police Officer;

**Accountant**

A member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants of Australia or the National Institute of Accountants with two (2) or more years of continuous membership;

**Post Office**

- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- A permanent employee of the Australian Postal Corporation with two (2) or more years of continuous service who is employed in an office supplying postal services to the public;

**Diplomatic Service**

- An Australian Consular Officer (Consul-General; Consul; Vice-Consul; Trade Representative or Consular Agent);
- An Australian Diplomatic Officer (Ambassador; High Commissioner; Minister; Head of a Mission; Commissioner; Charge d'Affaires; or Counsellor; Secretary or Attaché at an Embassy, High Commissioner's office, Legation or other post) within the meaning of the Consular Fees Act 1955;

**Financial Corporations (Bank, Building Society, Credit Union and AFSL holders)**

- An Officer with two (2) or more continuous years of service with one or more Financial Institutions (for the purposes of the Statutory Declaration Regulations 1993);
- A Finance Company Officer with two (2) or more continuous years of service with one or more Finance Companies (for the purposes of the Statutory Declaration Regulations 1993);
- An Officer with, or Authorised Representative of, or a holder of an Australian Financial Services License, having two (2) or more continuous years service with one or more Licensees.